

Payment Receipts

Payment Receipts(refund)

These report functions allows you to find and print a receipt for a successful payment ore refunded payment that you previously made.

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Getting Started

Step 1

Log onto Mineral Titles Online (MTO).

Step 2

Click on the **Reports** tab.

Step 3

Click on the **Payments Receipts** link or Click on **Payment Receipts (refund)** link.

Payment Receipts Report Filter

Refunds Report Filter

Step 4

Review the **Specific Client Number**:

- Your client number will automatically be entered in the Specific Client Number field.
- If you act as an Agent and have been given authorization by another Free Miner to act on their behalf to request payment receipt reports enter their client number in the Specific Client Number field.

Step 5

Select the **Payment Method** option by clicking on the drop-down menu. The options are:

- All methods (is the default option)
- EIGEN - Credit Card [Note: Pre-Sept 16, 2008 Credit Card Provider]
- GARMS - Cash / Cheque
- BC Online
- BCEP - Credit Card [Note: Post-Sept 16 2008 – May 22, 2015 Credit Card interface]
- Beanstream – Credit Card [Note: Post-May 22, 2015 Credit Card interface]

Step 6

Select the **Start Date** by clicking on each of the drop down menus associated with the Year, Month, and Date.

Step 7

Select the **End Date** by clicking on each of the drop down menus associated with the Year, Month, and Date.

Step 8

Click **Next**.

Payment Receipts Report Refunds Report

Step 9

A report will appear listing all payments or refunds made for the dates selected.

- If payments found - You will get a report listing the transactions that were processed for the date(s) selected. The last column of the report is labeled **Details**. Click the **See Details** link to see the receipt for that specific item. If this is a refund report the link will read **Original Details**.
 - You have the option to print this detail page by clicking the **print** link at the bottom of the receipt.
 - Click **Back** to view the details for another receipt.
 - Click **Back** again to select another date range.
- If no payments found - You will get a message "There are no payments satisfying your filtering criteria".
 - No transactions were approved and processed within the date(s) selected. Click **Back**. To try searching again, go to Step 4.

Step 10

On the Payment Receipts or Refunds Report page you have an option to export the payment receipts table into a spreadsheet (XLS) or portable (PDF) format.

Click either **Download Report in Excel Format** or **Download Report in PDF Format**.

Step 11

When you are finished searching for receipts, click the **Main Menu** link on the left side of the screen, in the grey shaded area, to go back to the main menu.
